

REQUEST FOR STATEMENTS OF INTEREST, AVAILABILITY, QUALIFICATIONS, AND COST QUOTATIONS

Project Title: “Missouri River Recovery Implementation Committee (MRRIC)
Chair”

Project Location: Missouri River Basin States (Iowa, Kansas, Missouri, Montana, Nebraska,
North Dakota, South Dakota, Wyoming)

A. GENERAL DESCRIPTION OF SERVICES

The U.S. Institute for Environmental Conflict Resolution (U.S. Institute) is soliciting expressions of interest, assurances of availability, statements of qualifications, and cost quotations from highly skilled individuals to provide consensus building services in the capacity of Chair of the Missouri River Recovery Implementation Committee (the Committee).

The Committee is a FACA-exempt, multi-stakeholder committee as described in Section 5018 of the Water Resources Development Act of 2007 (WRDA 2007), see <http://www.mrric.org>, composed of representatives from federal agencies, states, tribes, and non-governmental and local governmental stakeholder interests in the basin. The Committee is a collaborative forum for providing consensus recommendations to the U.S. Army Corps of Engineers (USACE) and the U.S. Fish and Wildlife Service (USFWS) on endangered species recovery activities in the Missouri River Basin and the “study” outlined in WRDA 2007. The Chair will assist the Committee in consensus building efforts with support of a facilitation team contracted through the U.S. Institute.

The selected Chair will work in close partnership with the U.S. Institute and facilitation team, the Committee, and representatives from the lead agencies (USACE and USFWS) from May through December of 2009, to convene Committee meetings and support work group activities in order to provide consensus recommendations to the agencies. The work of the contracted Chair will be evaluated before the final Committee meeting of the year (November 2009). If the Committee, the U.S. Institute and the lead agencies agree, the contract will be extended for another year, contingent on the availability of funds from the lead agencies.

B. PROJECT BACKGROUND

I. Introduction

The Missouri River drains one-sixth of the United States, encompassing over 529,350 square miles, the river flows 2,341 miles through eight states (Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, and Wyoming). The basin is also home to 28 Native American Tribes. There are many diverse non-governmental stakeholders with lives and livelihoods linked to the river (e.g., farmers, waterway industries, hydro and thermal power, and outdoor recreationists, and many more).

Established in the fall of 2008, the MRRIC is a basin-wide collaborative forum that comes together to develop a shared vision and comprehensive plan for Missouri River recovery. Section 5018 of the WRDA 2007 authorizes the U.S. Army Corps of Engineers (USACE) to establish the Committee. The purpose of the Committee is two-fold: first to make recommendations and provide guidance to the Secretary of the Army on a study of the Missouri River and its tributaries. This study is known as the Missouri River Ecosystem Restoration Plan (MRERP) and is a basin-wide study also authorized under Section 5018 of WRDA 2007. The second purpose of the Committee is to provide recommendations and guidance on the Missouri River recovery and mitigation plans in place when WRDA 2007 was passed. These plans are implemented through the Missouri River Recovery Program (MRRP). The USACE provides technical and operational support for the Committee and is responsible for maintaining the records of its work. The USACE has contracted with the U.S. Institute, an impartial federal entity, to provide neutral facilitation and process assistance to the Committee and the agencies working with it.

The Committee members represent a wide array of local, state, tribal, and federal interests throughout the Missouri River Basin. Twenty-eight (28) Committee members represent sixteen (16) non-governmental and local governmental interest categories identified in the Committee Charter. Stakeholder representatives, and their alternates, were selected from over 50 applications reviewed by a panel composed of senior leadership in the U.S. Army Corps of Engineers Northwestern Division and Omaha and Kansas City District offices, with input from senior leadership in the U.S. Fish and Wildlife Service.

Presently, there are also thirteen appointed tribal representatives, eight appointed state representatives and thirteen appointed federal representatives on the MRRIC. More tribal appointments are anticipated. There are currently 62 representatives on the Committee. Full representation of the tribes would bring the total number of Committee members to 77. The Committee member roster is available at: www.mrric.org.

The Committee is currently led by stakeholder member and interim-chair, Mr. Randy Asbury. The interim Chair was selected by consensus of the Committee and will serve until a non-member chair is selected in 2009. The Committee Vice-Chair will be a selected from among seated Committee members after a Chair is selected by the consensus of the Committee. The Vice-Chair will serve as Chair in the absence of the Committee Chair. For more information on the purpose and scope of the Committee as well as the duties and responsibilities of its members, please read the MRRIC Charter at: www.mrric.org.

II. Committee Meetings to-Date

The U.S. Institute is currently facilitating the Committee and work group meetings. The Committee is scheduled to meet every other month from January to December 2009. The meetings will be held at various locations throughout the basin, and will last two and a half-days each with an additional half-day for field trips before the meeting. The Committee meeting schedule and general meeting locations is in Appendix A.

The inaugural meeting of the Committee was held September 29 – October 1, 2008, in St. Louis, MO. At the meeting, the Committee established five work groups: 1) to develop draft operating procedures (Operating Procedures work group; 2) to develop a slate of Chair and Vice-Chair nominees (Nominating work group; 3) to develop the December meeting agenda (Agenda work group); 4) to seek non-federal support for Committee member travel to the meetings (Travel Funding work group); and 5) to determine what type of information technology could be incorporated to facilitate sharing of information (IT work group). The Committee also selected a member to serve as interim Chair until a Chair and Vice Chair can be selected through a formal process.

The second Committee meeting was held in Omaha, NE, December 15-18, 2008. At this meeting the Committee reached initial consensus on its operating procedures, identified candidate facilitation teams to interview at its January 2009 meeting, and established three new work groups: 1) MRERP Work Group to provide input to the Corps and FWS on the draft purpose and need statement for the MRERP; 2) MRRP Work Group to determine possible recommendations on the MRRP work plans for 2009-2011 and; 3) the Integrated Science Program Work Group to develop possible recommendations regarding adaptive management, pallid sturgeon recovery efforts, and independent scientific review.

III. Other Relevant Background

In the July 2008, the Honorable John Paul Woodley, Assistant Secretary of the Army for Civil Works, signed implementation guidance directing the Northwestern Division of the U.S. Army Corps of Engineers to implement the Missouri River Recovery Implementation Committee as authorized by Section 5018 of WRDA 2007. By signing the implementation guidance, the Assistant Secretary for the Army also approved the final MRRIC Charter. The MRRIC Charter is a consensus document developed by representatives of Missouri River basin Tribal and State governments, local governments and non-governmental stakeholders representing diverse socio-economic interests in the basin, collectively known as the MRRIC Planning Group.

The Planning Group was convened by the U.S. Institute and drafted the Charter from March of 2007 to January 2008. After review and minor revisions by the Assistant Secretary of the Army for Civil Works, the Charter was unanimously approved by the MRRIC Planning Group on July 1, 2008. The Charter describes the Committee purpose and authorities, membership, leadership, roles and responsibilities, and decision-making process on substantive decisions.

C. PROPOSALS REQUESTED

Proposals are requested from individuals with proven leadership and consensus building skills.

D. PROPOSED SCOPE OF WORK

The MRRIC Consensus Building process is a coordinated partnership involving the U.S. Institute, the facilitation team, the USACE, the USFWS, and the selected Chair. The selected Chair is expected to provide the following services, in close coordination with the Committee, the lead agencies, the U.S. Institute and facilitation team.

- Provide consensus building and leadership services by chairing the Committee meetings scheduled for May, July, September and November 2009. Meetings are 2.5 days in length and rotate through each basin state (see attached meeting schedule). This task includes opening and closing meetings and enforcement of operating procedures and the Charter. Pre-meeting field trips are periodically scheduled the afternoon of the day before the meeting. The Chair is expected to participate in the field trips as well. Travel is anticipated with this task.
- Convene the Agenda Work Group. Committee meeting agendas are collaboratively developed between the Committee members and the agencies through an Agenda Work Group. The Chair convenes Agenda Work Group conference calls to develop the agenda and works in close coordination with the facilitation team, work group members, agencies and U.S. Institute to collaboratively develop meeting agendas. Two 90-minute Agenda Work Group conference calls are anticipated with this task and pre- and post-call communications with the facilitation team and others is required.
- Participate in other standing Committee work groups (MRRP, MRERP, Integrated Science Program [ISP]) meetings and conference calls to ensure coordination between work groups and timely development of meeting agendas. Travel to in-person meeting, if needed, is included with this task.
- Follow-up communications and consensus building with Committee members, the USACE, the USFWS, other agencies, the facilitation team and U.S. Institute.
- Document review. This task includes reviewing draft meeting notes for accuracy and completeness.
- Represent the Committee in public settings such as topic-related conferences. Travel is anticipated for this task and travel for up to two events in 2009 will be reimbursed.
- Other tasks as identified in the MRRIC Charter.

Role of U.S. Institute and Facilitation Team

The U.S. Institute is responsible for executing and managing the contracts with the facilitation team and selected Chair. The U.S. Institute also facilitates coordination and cooperation among the members of the MRRIC Federal Working Group (FWG), a forum established by regional executives of federal agencies with authorized purposes in the Missouri River basin. The U.S. Institute serves as the liaison between the FWG, the Chair and the facilitation team. This arrangement is designed to safeguard the actual and perceived independence of both the Chair

and the facilitation team. The U.S. Institute will also provide logistical and on-site meeting support for the project. In addition, the U.S. Institute will provide project management, oversight, and consultation to the facilitation team and selected Chair. The U.S. Institute is a resource for the Chair and facilitation team in developing meeting and work group processes, agenda development, and strategies to address emergent and/or difficult issues. The U.S. Institute will also work with the facilitation team and USACE to maximize participation of Committee members.

The contracted facilitation team is responsible for assisting the Committee consensus building efforts, keeping meetings and work group discussions focused, on track and fulfilling the purpose of the Committee in a balanced and fair manner. The facilitation team works with the Chair, Agenda Work Group, Committee, federal agencies, and the U.S. Institute to collaboratively develop meeting agendas. The facilitation team provides a note-taker for Committee meetings, and where requested, for work group discussions. The facilitation team prepares draft meeting minutes and summaries for the Chair and Committee to review and will finalize these documents following review and approval of the Committee. The facilitation team and U.S. Institute will coordinate with the Chair, Committee, and participating agencies to ensure all meeting materials are posted to the Committee WebEx site a minimum of seven days before each Committee meeting. The facilitation team will consult and coordinate with the U.S. Institute and Committee, as needed, regarding process management and resolution of issues of concern. The facilitation team is expected to facilitate solutions and mediate the resolution of issues.

E. ESTIMATED CONTRACTOR BUDGET & ESTIMATED TIME COMMITMENT

The duties of the Chair are expected to be a 40 percent time commitment. The obligations of the Chair are expected to exceed compensation and should be considered a public service contribution.

The Estimated Contractor Budget to complete this Scope of Work is approximately \$9,000 per Committee meeting, including between meeting work group support and travel expenses. Please provide an estimated budget that identifies costs per task per meeting and any other tasks necessary to perform the scope of work. Billable expenses can include professional labor, project-related direct costs, and travel expenses. Travel time will be compensated at 50% of hourly rate and travel expenses will be reimbursed in accordance with Federal Travel Regulations at the federal per diem rates established for the locations of the meetings.

F. CONTRACT

The successful Contractor will perform the requested services under a time and materials contract to and with oversight by the U.S. Institute. A Contract, including a Scope of Work and Estimated Budget will be negotiated immediately following selection of the Contractor. This contract will be awarded as a small business set-aside. The NAICS code is 541990 and the size standard is \$7.0 million.

All those responding to this announcement must be registered in the Central Contractor Registration database and have completed the Representations and Certifications in the Online Representations and Certifications Application. For more information, see www.ccr.gov and <http://orca.bpn.gov>. A DUNS number must be submitted with the response to indicate compliance with these requirements. Proposals will be rejected if these requirements cannot be verified at the time of submission.

NOTE: A required condition of all U.S. Institute contracts is cooperation in completing a questionnaire designed to help evaluate projects at their conclusion. For more information about the U.S. Institute's evaluation program go to: www.ecr.gov/Resources/EvaluationProgram.aspx.

G. DESIRED QUALIFICATIONS

The Chair is expected to be a recognized consensus builder with senior level leadership. The Committee has identified the following characteristics for the Committee Chair.

1. Time Management Skills
2. Unbiased and Even-handed
3. Ability to Keep the Committee on Task
4. Familiar with the Federal Government
5. Listener; Ability to Communicate (effectively)
6. Respect for Diverse Perspectives
7. Time Availability
8. Ability to Move Group to Consensus
9. Familiarity with Missouri River Basin

H. SELECTION CRITERIA

Proposals for Committee Chair will be evaluated based on the following criteria.

- Demonstrated ability to manage time and keep groups on task
- Demonstrated ability to move diverse groups to consensus in an unbiased and even-handed manner.
- Demonstrated familiarity with federal government (e.g. federal laws and regulations and working with Native American tribes).
- Effective communication and listening skills
- Demonstrated familiarity of the Missouri River basin.
- Availability to make this project your priority for scheduled meetings and between meeting work group activities between May and December 2009.

I. SUBMISSION OF QUALIFICATIONS

The U.S. Institute will consider submissions that address each of the items below. Total submission package (including the Estimated Budget) should be no more than six (6) pages. Submissions longer than six pages will be competitively disadvantaged. Please do not provide

supplemental materials. Copies of submittals will be provided to Committee members and USACE staff and should be considered non-confidential.

Interested candidates must include the following information in their submissions:

- (1) Name, title, employer (if applicable), email and mailing addresses, telephone and fax numbers;
- (2) Statement of qualifications and expertise addressing each of the selection criterion listed above.
- (3) Brief description of your consensus building and leadership skills. Including a description of up to two other roles similar to the MRRIC Chair that you have performed. Please include the name and contact information for two references per description.
- (4) A brief description of how you will represent the views of the Committee, communicate with Committee members, the federal agencies, the U.S. Institute and facilitation team.
- (5) A statement of any possible conflicts of interest and how you propose to address them.
- (6) Statement of availability to attend MRRIC meetings in 2009 and participate in key work groups (agenda, MRRP, ISP, MRERP)
- (7) **As a separate attachment**, provide a Proposed Budget to complete the Scope of Work. Please include the estimated hours required to complete each task, hourly rate and total labor cost. In the costs, please identify as a specific line item, the estimated billable labor hours for project-related travel. In addition, provide estimated travel costs associated with Committee meetings and other tasks as identified in the proposed scope of work.

J. SCHEDULE AND PROCESS FOR SELECTING CHAIR

The U.S. Institute will evaluate all written submissions according to the Selection Criteria identified above. The U.S. Institute will be sharing statements of qualifications with Committee members for their review and input.

The U.S. Institute anticipates extending invitations to a set of final candidates and will facilitate in-person interviews at the March 3-5, 2009 MRRIC meeting. The Committee will make its recommendation on the preferred candidate to the U.S. Institute. The U.S. Institute will make the final selection decision and then contract for services with the selected Chair.

K. SUBMISSION DEADLINE

In order to be considered, submissions must be received before 5:00 PM (PST) on Monday, February 9, 2009.

Please submit information to: Sarah Palmer, Sr. Program Manager
U.S. Institute for Environmental Conflict Resolution
130 South Scott Avenue
Tucson, AZ 85701
(520) 901-8556
Fax: (520) 901-8557
Email: palmer@ecr.gov

Electronic submissions via email are highly preferred. However, submittals by mail or courier are permissible. Please include the following exact wording in the subject heading of your email message: **“Missouri River Recovery Implementation Committee (MRRIC) Chair”**

ADDITIONAL INFORMATION

- Information about the U.S. Institute can be found at: www.ecr.gov
- Copies of the MRRIC Charter, Section 5018 of WRDA and other relevant documents can be found at: <http://www.mrric.org>.
- The USGS Clearinghouse for Missouri River Information can be found at: <http://infolink.cr.usgs.gov/>
- Committee meeting scheduled – Appendix A

Appendix A. MRRIC 2009 Meeting Schedule

At December 2008 meeting of MRRIC, the Committee agreed to meet every other month in 2009. The meetings are scheduled for Tuesday through Thursday on rotating weeks in those months. The meeting location is based on the date the Missouri River basin states joined the Union. The Committee agreed to use this protocol for determining meeting locations at October 2008 MRRIC meeting. The first meeting was held in St. Louis, Missouri, and the members from Nebraska delegation have agreed that the December meeting serves as its meeting.

| Week of the Month | Month | Days | Dates | Location |
|--------------------------|------------------|-----------------------|----------------------------------|---------------------|
| 5 th | January | Tues-Wed-Thurs | January 27, 28 & 29 | Iowa |
| 1 st | March | Tues-Wed-Thurs | March 3, 4 & 5 | Kansas |
| 2 nd | May | Tues-Wed-Thurs | May 12, 13 & 14 | North Dakota |
| 3 rd | July | Tues-Wed-Thurs | July 21, 22 & 23 | South Dakota |
| 4 th | September | Tues-Wed-Thurs | September 22, 23 & 24 | Montana |
| 1 st | November | Tues-Wed-Thurs | November 3, 4 & 5 | Wyoming |